

# City of Portsmouth

## New Hampshire



## Annual Report

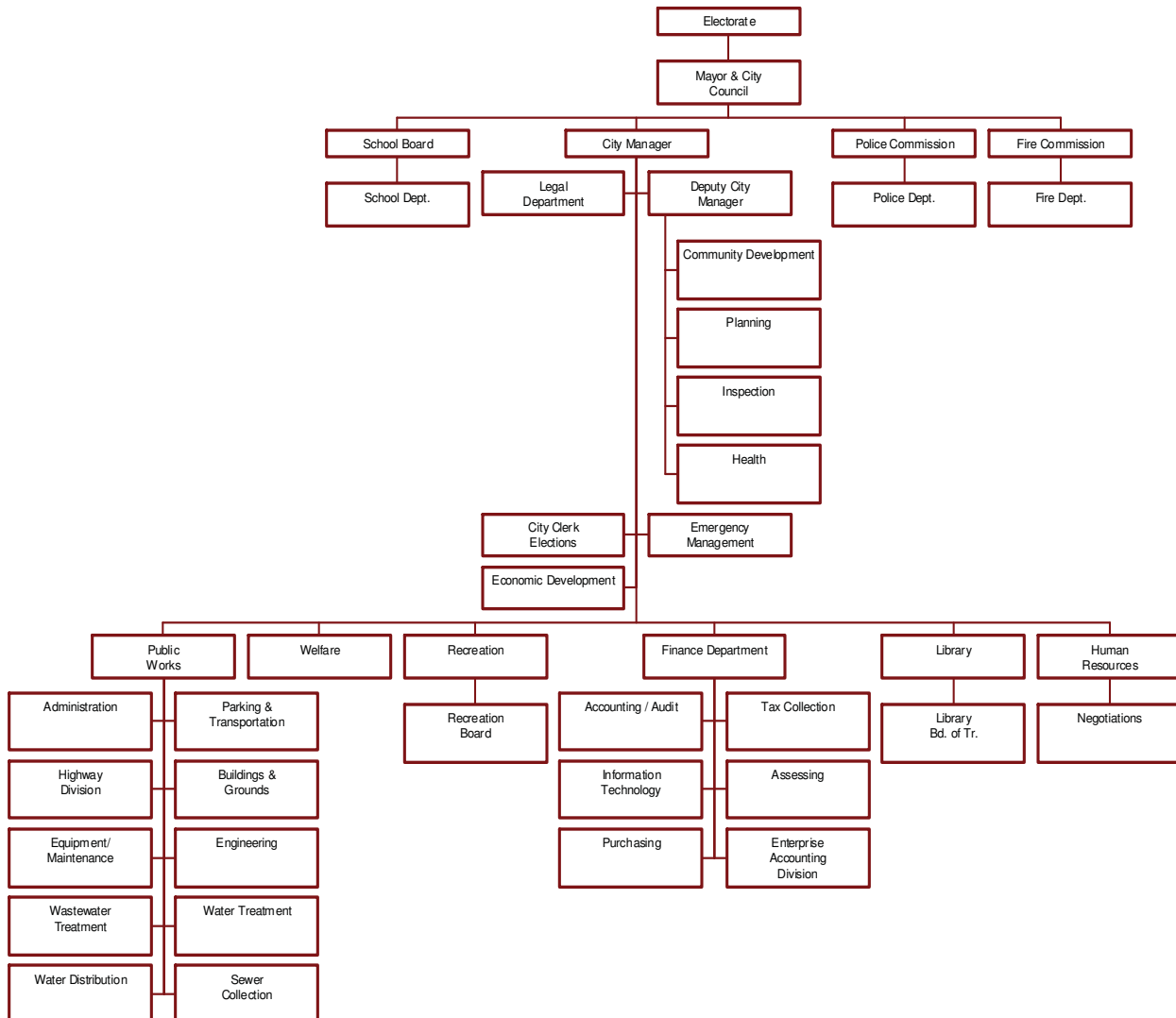
## FY 2012

*July 1, 2011 — June 30, 2012*

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## City of Portsmouth Organizational Chart



# INFORMATION DIRECTORY

**CITY HALL HOURS OF OPERATION: 8 a.m. to 4:30 p.m.**

**1 Junkins Avenue, Portsmouth, NH 03801**

**Main telephone number: (603) 431-2000    [www.CityofPortsmouth.com](http://www.CityofPortsmouth.com)**

City Office	Direct Number	City Office	Direct Number
Animal Control	610-7441	Legal Department	610-7204
Art-Speak	610-7222	Library	427-1540
Assessing Department	610-7249	Little Harbour Elementary	436-1708
City Clerk	610-7245	Mayor	610-7200
City Manager	610-7202	Middle School	436-5781
Community Development	610-7232	New Franklin Elementary	436-0910
Connie Bean Community Center	427-1549	Outdoor Pool	427-0717
Crime Stoppers	431-1199	Parking Office	610-7229
Dondero Elementary	436-2231	Planning Department	610-7216
Economic Development	610-7220	Police (Non-Emergency)	427-1500
<b>EMERGENCY</b>	<b>911</b>	Public Works Department	427-1530
Finance Department	610-7223	Recreation Department	766-1483
Fire (Non-Emergency)	427-1515	School Department	431-5080
Greenleaf Recreation Center	766-1483	<b>SNOW BANS</b>	766-7669
Health Department	610-7273	Spinnaker Point Recreation Center	766-1483
High School	436-7100	Tax Collection	610-7244
Human Resources	610-7270	Trash Collection	427-1530
Information Technology	610-7276	Water & Sewer Billing	610-7237
Indoor Pool	427-1546	Welfare	610-7246
Inspection Department	610-7243	Zoning Enforcement	610-7279

For Answers On:	Call the:	For Answers On:	Call the:
Administration of City Government	City Manager	Parking Tickets	Parking Office
Assessments on Property	Assessing Dept.	Permits and Licenses	City Clerk
Birth Certificates	City Clerk	Property Records	Assessing Dept.
Boards & Commissions	City Clerk	Property Tax Payments	Tax Collection Dept.
Boat Registration	Tax Collection Dept.	Pools	Rec Dept.
Building Permits	Inspection Dept.	Real Estate Information	Assessing Dept.
Channel 22	Main Number	Recreation Programs	Rec Dept.
Death Certificates	City Clerk	Sports Leagues	Rec Dept.
Dog Licenses	City Clerk	Streets & Snow Removal	Public Works Dept.
Dog Problems	Animal Control	Taxes	Tax Collection Dept.
Education	School Dept.	Trash Removal	Public Works Dept.
Elections	City Clerk	Vehicle Registration	Tax Collection Dept.
Employment with the City	Human Resources	Voter Registration	City Clerk
Employment with Fire Department	Fire Dept.	Water & Sewer Bills	Water & Sewer Billing
Employment with Police Department	Police Dept.	Water & Sewer Service	Public Works Dept.
Employment with Schools	School Dept.	Welfare Programs	Welfare Dept.
Food Service Permits	Health Dept.		
Library Information	Library		
Marriage Licenses	City Clerk		
Meeting Schedules & Minutes	City Clerk		

## Emergency Numbers

**DIAL 911 FOR POLICE, FIRE, AMBULANCE**

## Mayor and City Council



*Councilor Jack Thorsen, Mayor Eric Spear, Assistant Mayor Robert Lister, Councilor Nancy Novelline Clayburgh. (Rear) Councilors Ken Smith, Chris Dwyer, Tony Coviello, Brad Lown and Esther Kennedy*

The Portsmouth City Council is elected for a two-year term with the entire membership up for re-election at the same time. The next election is November 5, 2013.

The Council is comprised of the Mayor, who is the Council member receiving the most votes, plus eight additional members. It enacts ordinances, resolutions and regulations governing the City, and also appoints statutory and advisory boards.

The current City Council was seated in January 2012, with Eric Spear elected as Mayor by virtue of garnering the most votes in the Municipal Election the previous November. This is Mayor Spear's third term on the Council.

Robert Lister serves as Assistant Mayor in his second term on the Council. The other Council members are Tony Coviello (2nd term), Esther Kennedy (3rd term), Nancy Novelline Clayburgh (3rd term), Brad Lown (served 2002-2003), M. Chris Dwyer (4th term), Ken Smith (4th term), and Jack Thorsen (1st term).

The City Council generally meets at least twice monthly at 7 p.m. Monday at City Hall. The meetings are broadcast live on local government Cable Channel 22. They are rebroadcast during the following week and also archived at [www.CityofPortsmouth.com](http://www.CityofPortsmouth.com).

Work sessions on more involved issues—such as the City budget for School, Police, Fire and General Government expenses—are held at various times and also broadcast on Channel 22.

The Council, by charter, must adopt a budget by June 30 of each year.

Portsmouth operates under the Council-Manager form of government. The City Manager serves as the chief executive and administrative officer responsible for the day-to-day operation of the City and the enforcement of laws and ordinances approved by the Council, and appointment and supervision of the heads of the City departments, excluding the School, Police, and Fire Departments.



## Mayor and City Council

### *Major Fiscal Year 2012 Initiatives*

- Adopted a budget of \$90,556,268 for Fiscal Year 2013 (July 1, 2012-June 30, 2013)
- Held 21 regular meetings, 17 work sessions, one canvass of the vote, one public hearing on the budget over two evenings, and a retreat in FY12
- Adopted a \$1,022,500 Capital Improvement Plan
- Held work sessions regarding: Status of Zoning Ordinance Revisions; Naming of the “Granite State Softball Field”; Senior Transportation; Indoor Pool; Wastewater Treatment Facilities and Programs; Disposal of the Connie Bean Recreation Center; Future Downtown Development; Fiscal Year 2013 Budget; Capital Improvement Program (CIP); Guiding Parking Principles; Downtown Parking Omnibus Proposal; the School, General Government, Police and Fire Budgets; and a Joint Work Session with the Planning Board, Economic Development Commission and Historic District Commission
- Approved a policy allowing sidewalk cafes to provide alcohol
- Approved the naming of the new Youth Recreational Facility at the Middle School as the “Connie Bean Recreation Center,” and approved naming the new softball field the “Alumni-Wentworth Field”
- Approved tentative employment contract agreements for NEPBA Local #11 Portsmouth Patrolman’s Association; City Employees Local 1386 of the American Federation of State, County and Municipal Employees (AFSCME); and School Custodians Local 1386 of AFSCME
- Combined the functions of the Traffic & Safety Committee and Parking Committee; established a Blue Ribbon Committee on Transportation; and established a Voluntary Code of Conduct Committee
- Authorized \$150,000 in supplemental appropriations for both the Indoor Pool and Fire Department
- Approved the Guiding Parking Principles for the Central Business District
- Approved a solar power tax exemption
- Approved the refunding of the remaining \$20 million on a 2002 bond to construct and renovate the High School, saving \$200,000 in annual interest for the remainder of the debt
- Approved an ordinance that no member of the City Council, School Board, Fire Commission or Police Commission can apply for or become a City employee until the expiration of the elected term
- Approved a \$600,000 supplemental appropriation to relocate the School Administrative Offices to the Municipal Complex, making room for four additional classrooms at Little Harbour School
- Adopted a policy requiring board and commission appointees to be Portsmouth residents for at least one year
- Increased the elderly and disabled property tax exemption income limits for FY2013 by \$972 from the FY12 level for single and \$1,199 for married, and increased the total assets limit by \$3,240 whether single or married
- Accepted a number of grants, including:
  - ◆ \$475,235 Community Development Block Grant (CDBG);
  - ◆ \$234,318 to fund the Internet Crimes Against Children (ICAC) Task Force Program;
  - ◆ \$70,219 to fund the Victim/Witness Advocate;
  - ◆ Up to \$30,000 in conjunction with the proposed Portsmouth Coastal Resilience Initiative;
  - ◆ \$8,250 for DWI/DUI Patrols;
  - ◆ Accepted a \$211,000 donation from the Lloyd M. Horlick Revocable Trust to the Fire Department; and
  - ◆ Authorized the City Manager to accept and expend a \$12,500 Coastal Program grant to buy an island in Sagamore Creek.

## City Manager

**City Manager:** John P. Bohenko

**Executive Assistant:** Ann Sharpe

**E-mail:** Info@CityofPortsmouth.com

City Hall Room 431

**Phone:** 610-7201

**Fax:** 427-1526

**Web:** www.CityofPortsmouth.com/citymanager

I am pleased to present this Fiscal Year 2012 Annual Report to the citizens of Portsmouth.



We are fortunate that our city remains attractive for business and tourism despite the economic turmoil still affecting much of the country. For example, Portsmouth was ranked 15th on Forbes magazine's 2012 listing of Best Cities for Job Growth, No. 8 by

Where to Retire magazine, and the American Planning Association's "Great Places in America" program included Market Street and Market Square as one of its 10 Great Streets.

These accolades came despite substantial challenges faced over the past three years as the nation suffered the worst financial crisis since the Great Depression and we endeavored to continue providing the level of services and stable tax rates our citizens desire.

The State of New Hampshire's downshifting of a substantial amount of its budget problems onto NH municipalities hit us hard in the areas of Retirement System contributions, Shared Revenue, State Rooms and Meals Tax distribution, and higher payments to the Rockingham County budget (also due to State downshifting). In addition, the City experienced significant decreases in interest income and motor vehicle registration collections.

However, we have been able to weather the economic storm better than most, thanks to careful planning and the City Council's adoption of conservative financial policies. We also reduced the City's workforce substantially, implemented efficiencies by combining department functions, reduced infrastructure investment, and adjusted non-property tax revenue sources wherever possible. As a result, Portsmouth's equalized tax rate is the lowest among NH's 13 cities.

In FY12, the nation's two largest bond rating agencies, Standard & Poor's and Moody's Investors Service, praised our strong financial management in affirming our excellent ratings. These ratings allow us to obtain very

competitive interest rates, and lead to the bond premiums that reduce our tax rate, making the city attractive to residents and businesses looking to locate here.

Also important to the quality of life Portsmouth offers are our physical infrastructure and local economic conditions. The extensive State Street Utility Upgrade and Street Improvements project is now complete and received the "Outstanding Civil Engineering Achievement Award" from the American Society of Civil Engineers. In addition, the New England Water Works Association (NEWWA) awarded the Water Division "Utility of the Year" for significant infrastructure improvements, customer service, staff training and operations to further protect our customers' public health. These include our new LEED-certified water treatment facility in Madbury.

As part of our commitment to being a more walkable, sustainable city, we continue to invest in streets and sidewalks, completing or initiating 14 projects last year.

Another priority is maintaining a variety of recreation opportunities. In FY12, we completed the Alumni-Wentworth Field on Granite Street to replace the softball field demolished in connection with the Middle School project. We are building a new "Connie Bean" City youth recreation facility at the Middle School to replace the old center and we upgraded Pine Street Park.

Downtown, we are working with the NH Department of Transportation to design streetscape and park improvements to beautify the approach to the Memorial Bridge. We also are investigating ways to address parking shortfalls and better manage existing parking.

Meanwhile, the Pease Tradeport continues to drive our local economy with 250 companies and 7,000 workers, many in well-paying technology and advanced manufacturing jobs. The planned relocation of firearms manufacturer Sig Sauer and 600 workers from Exeter to Pease should attract new vendors to the city, as well.

There are now over 1,600 companies in Portsmouth and their diversity and sophistication contribute to an unemployment rate of 3.6%, which is roughly half the national average and one of the lowest in New England.

I invite you to learn more good news about Portsmouth and the City's FY 2012 efforts by visiting the pages that follow.

*John P. Bohenko*

## Boards and Commissions

The Portsmouth Mayor and City Council are aided in governing the City by various volunteer advisory boards and commissions. Citizens interested in a board or commission vacancy must submit an application to the City Clerk's Office for processing according to the City Council Rules and Orders. Vacant positions and an application form are posted on the City's website under the City Clerk's page, along with a list of current members. Most Boards and Commissions hold meetings monthly, while others may meet more or less frequently. There are City Councilor representatives on most Boards and Commissions to act as liaisons. City staff also may be assigned to act in an advisory capacity. Below are descriptions of some of the various Boards and Commissions. Membership and terms vary.

The **African Burying Ground Committee** was established for the purpose of evaluating the options for recognizing/memorializing the human remains discovered underneath Chestnut Street. *Chair: Vernis Jackson*

The **Animal Control Committee** is comprised of the Police Chief (or his designee), a veterinarian and a resident. It hears complaints related to vicious dogs, dogs at large and nuisance animals. *No chair*

The **Building Code Board of Appeals** hears and decides appeals of orders, decisions or determinations made by the Building official relative to the application and interpretation of the various City-adopted construction codes. *There is currently no chair listed.*

The **Cable Television and Communications Commission** has the authority to establish standing subcommittees on matters pertaining to the operation and performance of cable companies within the city. It meets as often as deemed appropriate and necessary to ensure the proper operation of the Franchise Agreement. *Chair: John Gregg*

The **Citizens Advisory Committee** (CAC) is the official advisory board for the City's Community Development Block Grant (CDBG) program. It advises the Community Development staff on emerging community needs, and facilitates and oversees public involvement in the CDBG program planning process. *Chair: Nancy Emerson*

The **Citywide Neighborhood Committee** advocates for the neighborhoods to ensure that all aspects of City government work through two basic principles: protection and preservation of the quality of our neighborhoods. *Chair: Cristy Cardoso*

The **Conservation Commission** is charged by NH statute with the protection and proper utilization of the City's natural resources. It considers and makes recommendations to the New Hampshire Wetlands Bureau and/or the City's Planning Board on matters affecting natural resources. The Commission has an interest in ensuring the proper utilization and protection of natural resources and the protection of watershed resources within Portsmouth. *Chair: Steven Miller*

The **Economic Development Commission** ensures continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The Commission makes recommendations to the City Council on a wide variety of issues related to economic development, including business development, public-private partnerships, maintenance and development of the commercial, industrial and central business districts, and business attraction programs. *Chair: Everett Eaton*

The **Fee Schedule Study Committee** was established to create a more efficient system for the City to adopt and adjust municipal fees annually. It consists of two City Councilors, the City Manager and a Finance Department representative. *Co-Chairs: Nancy Novelline Clayburgh and Ken Smith*

The **Historic District Commission** reviews exterior changes to buildings and structures located within the Historic District. *Chair: Richard Katz*

The **Board of Library Trustees** adopts bylaws, rules and regulations for the conduct of its own business to determine objectives that will result in the continuing growth and improvement of Library services and establishes policies to attain these objectives. *Chair: Jody Record*

The **Parking and Traffic Safety Committee** addresses all parking and traffic safety issues within Portsmouth, including signs, traffic lights, parking meters, striping, plan reviews of new development, and other pedestrian/vehicular-related issues. *Chair: Ken Smith*

*Continued from Page 7*

## Boards and Commissions

The **Peirce Island Committee** encourages the use and enhancement of Peirce Island in the manner that maximizes the value and use of the island for the residents of Portsmouth while minimizing the impact on the environmental condition and natural beauty of the island. *Co-Chairs Steven Marison & Richard Smith*

The **Portsmouth Economic Development Loan Program Board** is an advisory group that assists City staff in overseeing the CDBG-funded economic loan portfolio and making decisions on loans applied for under the City's CDBG non-profit loan program. *No chair*

The **Planning Board** acts on Site Review, Subdivision, Lot Line Relocation, City Council Referrals and Conditional Use Permits. *Chair: John Ricci*

The **Portsmouth Housing Authority** provides quality housing to people who earn low and very low incomes; ensures that all residents pay fair and reasonable rents; promotes fair housing to people of all ethnic backgrounds, ages and abilities; and strives to accomplish these goals through quality, caring services. *Chair: Ruth Griffin*

The **Recreation Board** assists the Recreation Department in planning a citywide recreation program. The Board advises the City Manager and City Council in regard to recreational needs. *Chair: Carl Diemer*

The **Site Review Technical Advisory Committee** reviews Site Review applications for the Planning Board and makes recommendations to the Planning Board. It is composed of City officials from the Planning, DPW and Public Safety Departments and the Environmental Planner or a designee from the Conservation Commission. The Planning Board acts on all Site Review applications. *Chair: Planning Director or designee*

The **Sustainable Practices Blue Ribbon Committee** was established by the Mayor and Council to help lead Portsmouth toward increased sustainability. The committee's work focuses on increasing awareness and sustainable practices among residents, business owners, visitors, developers, municipal staff and other stakeholders. *Chair: Bert Cohen*

The **Taxi Commission** enforces all local and State laws affecting the ownership, licensing and operation of taxicabs in Portsmouth. It ensures that all rules and regulations are enforced and may exercise power of license and permit suspension and/or revocation when it determines that such action is warranted.

*Chair: Peter Bresciano*

The **Trustees of Trust Funds** have fiduciary responsibility for the City's Trust Funds. The Trustees also oversee the management and operations of Prescott Park under the guidelines of the Prescott Trust.

*Chair: Phyllis Eldridge*

The **USS Virginia Welcome Committee** was formed to organize Host City events and help the officers, crew and families of the USS Virginia nuclear submarine feel welcome in the Seacoast during its 18-month maintenance period at the Portsmouth Naval Shipyard. (Expiring in FY13) *Chair: Bob Lister*

The **Zoning Board of Adjustment** hears and decides requests for variances from the terms of the Zoning Ordinance, requests for Special Exceptions as allowed by the Zoning Ordinance, and appeals of Administrative Decisions. *Chair: David Witham*



*Conservation  
Commission  
meeting*



## City Clerk

**City Clerk:** Kelli Barnaby  
**Deputy City Clerk I:** Dianne Kirby  
**Office Manager—Deputy City Clerk I:** Valerie French  
**E-Mail:** CityClerk@CityofPortsmouth.com

City Hall Room 218  
**Phone:** 610-7245  
**Fax:** 427-1579  
**Web:** www.CityofPortsmouth.com/cityclerk

The City Clerk's Office serves and supports Portsmouth's residents, the City Council, and municipal staff through a variety of activities.

The Clerk's Office records, preserves and issues the records of births, deaths and marriages and can now also issue State of New Hampshire records of divorces occurring within the last 20 years. A combined total of 4,823 certified vital records were issued in FY12.

The total number of couples that came into the City Clerk's Office to obtain marriage licenses to be married in New Hampshire was 333.

The City Clerk's Office issues a variety of permits and licenses—including for amusements, bowling and billiards, personnel agencies, mobile homes, news racks, petroleum, sidewalk obstruction, vendors, raffles, tag days, events, taxi licenses and medallions, pole licenses, articles of agreement for non-profit groups, and the filing of wetlands permits—for a combined total of 431 processed licenses and permits.

The office is also responsible for enforcing the State of New Hampshire dog licensing law with 2,574 licenses issued in FY12, an increase of 127 from FY11.

The Clerk's Office publishes and posts City Council agendas and legal notices, and attends all Council meetings to record actions and minutes. It is responsible for ensuring Council members receive information packets in advance of each Council meeting and that the packets are electronically posted on the City's website.

Additionally, the staff files and preserves documents, including contracts, bonds, agreements, resolutions, ordinances, Board and Commission minutes, and other City documents.

The City Clerk is the chief election officer for the City of Portsmouth and all elections fall under this department's purview. It administers voter registration and ensures the integrity of the voting in local, state and national elections.

In FY12, two elections were held, with 3,654 residents casting ballots for the November 8, 2011, Mu-



*City Clerk Kelli Barnaby and Deputy Clerk Dianne Kirby at work*

nicipal Election and 4,832 residents voting in the January 10, 2012, Presidential Primary.

Also in FY12, the NH Legislature established new ward lines for Portsmouth, which will require notification of all affected registered voters.

In addition, the Legislature approved redistricting legislation that changes Portsmouth's District 16 of all at-large representatives, to separate districts for each of the City's five wards as well as creating two floterial districts as follows:

### **New State Representative Districts for Portsmouth**

- o District 25 – Consists of Ward 1 only
- o District 26 – Consists of Ward 2 only
- o District 27 – Consists of Ward 3 only
- o District 28 – Consists of Ward 4 only
- o District 29 – Consists of Ward 5 only
- o District 30 – Floterial with Wards 1, 2, 4 & 5 (Not 3)
- o District 31 – Floterial with Ward 3 only represented with Greenland, Newington and North Hampton

### **New State Senate District for Portsmouth**

Portsmouth was moved from District 24 to District 21, which also includes Durham, Lee, Madbury, Newfields, Newington, and Newmarket. Portsmouth remains in the First Congressional District.

The Clerk's Office also updates the list of local Boards and Commissions on a continuing basis and administers the "Oath of Office" to all appointees. Citizens interested in a Board or Commission vacancy must submit an application to the City Clerk for processing according to the City Council Rules and Orders. Vacant positions and an application form are on the City Clerk's page on the City website, along with a current list of members.

*\*Note: The NH Division of Vital Records software no longer creates the report that breaks down the number of births and deaths occurring in Portsmouth.*

## Community Development

**Deputy City Manager:** Cindy Hayden  
**Director:** David Moore  
**Office Manager:** Terry Poulin  
**Assistant Project Manager:** Adam Cannon

City Hall Third Floor  
**Phone:** 610-7226 **Fax:** 427-1593  
**E-mail:** Info@CityofPortsmouth.com  
**Web:** www.CityofPortsmouth.com/community

The Community Development (CD) Department administers the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG), which has a primary goal of benefiting residents who earn low or moderate incomes. CDBG funds also can be used to remove architectural barriers to accessibility.

Department staff work with an eight-member Citizens Advisory Committee to develop an annual plan and budget, which is submitted to HUD. Federal CDBG funds are used to assist homeowners with residential rehabilitation and accessibility projects, provide public service agency grants, and perform eligible public facilities projects.

In Fiscal Year 2012, Community Development Block Grant funds were used for:

**Public Service Agency Grant Program:** A total of \$102,000 in grant funding was awarded to 16 local agencies that provide emergency shelter, health care, child care, and other social services to over 4,000 Portsmouth residents.

**Concord and Porpoise Way Streetscape Improvement Project:** The CD and Public Works Departments completed this public facility project in the Atlantic Heights neighborhood in FY12. These two streets were the latest in a series to be improved as part of a larger multi-year neighborhood revitalization effort. Improvements included installation of new sidewalks, granite curbing, and street trees, as well as water, sewer and drainage upgrades.



*Concord and Porpoise Way Improvements*

**Housing Rehabilitation and Residential Accessibility Grant Programs:** One family received CDBG assistance to repair code deficiencies (plumbing, heating, electrical and other problems). The program provides grants to property owners who meet HUD low- and moderate-income guidelines. Another family received a grant for accessibility improvements to help them remain independent in their home. Typical modifications include widening doorways, building ramps, installing lifts, and making bathrooms accessible.

**Accessibility Improvements:** The CD Department awarded \$29,500 in grant funding for accessibility improvements to three non-profit organizations: Operation Blessing, Seacoast Mental Health Center and Seacoast Repertory Theatre (SRT). All projects were in progress at the end of FY12.



*SRT accessibility improvements*

**HomeTown Program:** In FY12, the CD Department resumed the HomeTown program, which provides financial assistance to qualified households who wish to purchase a home in Portsmouth but could not do so without this assistance. Since its inception in 1989, the program has aided roughly 100 households and provided \$1.8 million in assistance. In July 2012, the program closed on its first home since restarting.

**African Burying Ground Memorial Park – We Stand in Honor of Those Forgotten:** In FY12, the CD Department continued to work with the African Burying Ground Committee and many dedicated volunteers on the fundraising efforts for the park that will be erected at the African Burying Ground on Chestnut Street.

This year the campaign completed several successful events highlighting the Burying Ground, including the world-renowned Soweto Gospel Choir Song Over Sacred Ground event in February; the announcement of its two nationally recognized campaign co-chairs Dr. Henry Louis Gates Jr. and Dr. Laurel Thatcher Ulrich; and the installation of temporary interpretive signs at the Chestnut Street site completed in partnership with 3S Artspace.



*Signage for future African Burying Ground Memorial Park*

## Economic Development

**Program Manager:** Nancy Carmer

**Phone:** 610-7220

**E-mail:** Nmcarmer@CityofPortsmouth.com

City Hall Room 434

**Fax:** 427-1593

**Web:** www.CityofPortsmouth.com/economic

The Economic Development office supports initiatives to ensure continued economic prosperity, as well as preserve the qualities that attract and retain businesses within Portsmouth.

The ED Program Manager is staff to the Economic Development Commission; provides expansion, retention and relocation assistance to businesses; and participates in the Pease Tenant and downtown business associations.

In Fiscal Year 2012, in accordance with its Action Plan, the City's Economic Development Commission and ED Program Manager accomplished the following:

### *Economic Alliances*

- Renewed the City's partnership with the Chamber of Commerce to support tourism programs and businesses
- Continued participation in the Chamber's *Destination Portsmouth* initiative
- Recommended the City Council approve a loan to the Chamber for a destination-focused website



*Plaza at Harbourplace*

### *Business Retention*

- Made site visits to NH Innovation and Commercialization Center, Novocure, and HighLiner Foods to learn more about local businesses and workforce needs
- Conducted an Economic Revitalization Zone Tax Credit Seminar for businesses in these zones
- Established subcommittee to provide potential alternative financing to assist high growth/high impact firms

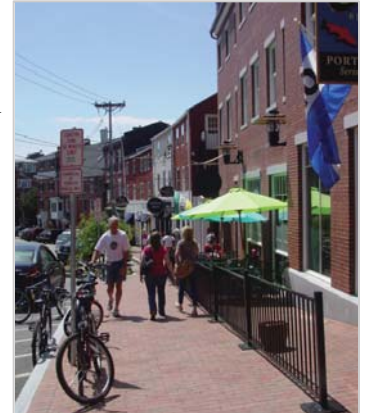
### *Business Attraction/Development*

- Applied for additional Economic Revitalization Zone designation at Heritage/Constitution Industrial Park
- Promoted Betterment Assessment for Commerce Way improvements

- Updated ED webpage and business attraction materials
- The EDC Subcommittee on Film Business Development created an informational web page on film production in Portsmouth

### *Public/Private Partnerships*

- Extended the partnership with Art-Speak, the City's cultural commission
- Supported Americans for the Arts Economic Impact Study



*Bow Street retail activity*

### *Parking*

- Participated in multiple joint work sessions with the City Council and Planning Board on parking supply and demand study

### *Advocacy*

- Advocated for funding of economic development initiatives in the Capital Improvement Plan
- Supported City and Great Bay Municipal Coalition efforts regarding the nitrogen nutrient wastewater limit
- Supported grant applications for Portsmouth Music and Arts Center, 3S Artspace, the Gundalow, and Discover Portsmouth Center

### *Economic Reporting*

- Prepared semiannual economic conditions and indicator report
- Made presentations to Seacoast Realtors and Leadership Seacoast about ED program initiatives
- Tracked data on local tourism from Chamber quarterly reports and shared information with City Council
- Participated in updates to the Comprehensive Economic Development Strategy for Rockingham County

### *Public Infrastructure/Bridges*

- Participated in the Memorial Bridge Advisory Committee, co-chaired the Mitigation subcommittee
- Worked with Public Works to implement mitigation strategies for businesses impacted by City infrastructure projects



## Finance Department

### *Accounting - Assessing - Information Technology - Tax Collection*

**Finance Director:** Judie Belanger  
**Deputy Finance Director:** Andrew Purgiel  
**Controller:** Gail Cunningham  
**Assessor:** Rosann Maurice-Lentz  
**IT Coordinator:** Alan Brady  
**Revenue Administrator:** Kristin Regis  
**E-mail:** Info@CityofPortsmouth.com

**Accounting:** 610-7223 **Fax:** 427-1575

**Assessing:** 610-7249 **Fax:** 427-1579

**IT:** 610-7255 **Fax:** 427-1575

**Tax Collection:** 610-7244 **Fax:** 431-6402

**Web:** www.CityofPortsmouth.com/finance

The Finance Department serves residents, officials and all City departments with financial accountability, timely reporting of financial results, prudent cash management, and effective public communication and information technology.

The Department also:

- Monitors and analyzes the activities of expenditures and revenues;
- Collects revenues;
- Maintains property valuation;
- Manages City assets, including short- and long-term investments;
- Prepares documentation and coordinates the sale of bonds to fund capital projects;
- Ensures compliance with local, state and federal requirements;
- and
- Administers purchasing procedures.



The Finance Department fulfills its responsibilities through four divisions: Accounting and Purchasing; Assessing; Tax Collection; and Information Technology.

The City's Annual Budget Document and Comprehensive Annual Financial Report (CAFR) can be found on the City's Web site.

In FY12, the total assessed value of Portsmouth's residential and commercial property was \$3.9 billion, up \$68 million from the previous year.

The NH Department of Revenue Administration approved a tax rate of \$17.27 per \$1,000 valuation:

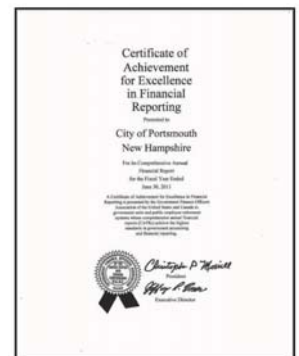
- ♦ Municipal, \$8.42
- ♦ School District, \$5.34
- ♦ Statewide Property Tax, \$2.46
- ♦ Rockingham County, \$1.05



*Finance Director Judie Belanger meets with Finance Department staff*

### ***FY12 Finance Department Highlights***

- The City currently has been rated AA+ and Aa1 by Standard & Poor's Rating Group and Moody's Investors Service, respectively, saving taxpayers thousands in reduced borrowing costs.
- The City received its 6th consecutive ***Distin-guished Budget Presentation Award*** for the FY 12 Proposed Budget Document from the Government Finance Officers Association of the U.S. and Canada. This continued Portsmouth's status as NH's only municipality to receive the highest form of recognition in governmental budgeting for its proposed budget document.
- To date, the City has received 19 ***Certificates of Achievement for Excellence in Financial Reporting*** for its Comprehensive Annual Financial Report (CAFR). This one is for the Fiscal Year ended June 30, 2011.





## Accounting Division — Billing, Payroll & Accounts Payable

**Accountant:** Helen Byrne

**Purchasing Coordinator:** Lori MacGinnis

**Accounting Assistant:** Fran Cavanaugh

**Collections Clerk:** Maria Gerace; **Part-Time Account Clerks:** Fay Estes & Stacey Moss

City Hall Room 306

**Phone:** 610-7223 **Fax:** 427-1575

**Web:** [www.CityofPortsmouth.com/finance](http://www.CityofPortsmouth.com/finance)

**The Accounting Division** is the hub for the City's Purchasing; Water/Sewer and Miscellaneous Billing; Payroll; and Accounts Payable functions. It administers accounting for all City funds, including enterprise funds (water and sewer divisions), donations, and local and federal grants.

**Purchasing:** The Accounting Division is the central location for administering the City's procurement process for all departments, including Fire, Police and large School Department capital projects, in accordance with the City's purchasing manual. The City solicits competitive bidding for all purchases of \$14,600 and above through a sealed bid process. All bids and Requests for Proposals (RFPs) or Qualifications are posted on the City's website.

**Water/Sewer and Miscellaneous Billing:** Prepares and collects approximately 8,000 water and sewer accounts monthly, and issues invoices for police outside details, fire alarm billing, health permits and other miscellaneous bills.

**Payroll:** Responsible for the bi-weekly compensation of all City staff exclusive of the School Department. Responsibilities include submitting, and reporting to the appropriate agencies, payroll deductions including Federal and State taxes, pensions, garnishments, union dues, etc.

**Accounts Payable:** Processes payment for all City obligations weekly (exclusive of the School Department).



*Accounts Payable Clerk Fay Estes*

## Assessing Division

**Assessor:** Rosann Maurice-Lentz

**Appraiser II:** Joseph White and **Appraiser I:** Aaron Doe

**Assessing Clerk:** Lisa Siegel

City Hall Room 220

**Phone:** 610-7249 **Fax:** 427-1579

**Web:** [www.CityofPortsmouth.com/assessors](http://www.CityofPortsmouth.com/assessors)



*Appraiser Joe White*

**The Assessing Division** is responsible for calculating the assessed value of all properties in Portsmouth, ensuring that each is assessed equitably in relation to market value. Property taxes are then calculated based on the assessed value.

During 2012 and continuing through 2015, the Assessors Office will measure and list all residential and commercial properties within the City as part of the 2015 update/revaluation and the scheduled 2016 Department of Revenue Assessment Review.

The projected schedule is: 2012-2013—single-family homes and manufactured housing; 2013-2014—multifamily dwellings, vacant land and condominiums; 2014-2015—mixed-use properties and commercial/industrial buildings.

For the 2012 tax year, the City Council approved elderly and

disabled exemptions of \$34,486 for qualified single taxpayers and \$42,542 for married couples, both with total allowable assets of \$114,958.

Applications are on the City's website. Exemptions and credits also are offered for the blind, building improvements for the handicapped, certain handicapped veterans, some wood-burning furnaces, and solar energy systems. The credit for qualified veterans is \$500, but increases to \$2,000 with a 100% permanent and total service-connected disability.

### Top 10 Taxpayers in Fiscal Year 2012

<i>Public Service Co. of NH</i>	<i>Utility</i>	<i>\$162,462,800</i>
<i>HCA Health Services of NH</i>	<i>Hospital/Office</i>	<i>\$80,374,800</i>
<i>TGM Beechstone LLC</i>	<i>Apt.</i>	<i>\$41,236,700</i>
<i>Liberty Mutual Insurance Co.</i>	<i>Office</i>	<i>\$35,443,200</i>
<i>Inishmaan Assoc. Ltd. Ptnshp.</i>	<i>Apt.</i>	<i>\$23,578,000</i>
<i>Bromley Portsmouth LLC</i>	<i>Retail</i>	<i>\$21,732,300</i>
<i>DSQ Holding LLC</i>	<i>Retail</i>	<i>\$20,976,100</i>
<i>Kanerd Development LLC</i>	<i>Industrial</i>	<i>\$20,496,100</i>
<i>Northern Utilities Inc.</i>	<i>Utility</i>	<i>\$18,411,800</i>
<i>Harborside Assoc.</i>	<i>Hotel</i>	<i>\$18,353,400</i>

Continued from Page 13

## Information Technology Division

**Information Technology Coordinator:** Alan Brady  
**24-hour support:** Seacoast Computer

**Phone:** 610-7255 **Fax:** 427-1575  
**Web:** [www.CityofPortsmouth.com](http://www.CityofPortsmouth.com)

The Information Technology Division provides the City with consulting, technical support, maintenance services, application support, education services, software development, and strategic technology planning. Technology support and maintenance services are provided to all City departments during normal business hours, as well as on a 24/7 basis for special projects and emergencies.

In FY12, the IT Division expanded acceptance of credit cards within the City, implemented new software for the Recreation Department, rolled out Windows 7 to the desktop systems, implemented an email archive system, enhanced the data backup systems, and enhanced the integration of the City's email system with mobile devices.

Administration of the City's website and Local Government Access Cable Channel 22 are also responsibilities of the IT Division. The website is continually updated with information, including meeting calendars, agendas, webcast meetings for viewing, budget and financial information, postings for bids and RFPs (Request for Proposals), job postings, downloadable forms, etc.

The IT Division also oversees the recording of City Council and board meetings, as well as school-related activities such as concerts and athletic matches, for broadcast on Channel 22. Continuing IT-related education for all City departments is provided through classes to keep employees current with the latest computer programs, such as Microsoft Word, Excel, Access and Outlook.



*IT Coordinator Alan Brady  
in the Channel 22 production room*

## Tax Collection Division

**Revenue Administrator:** Kristin Regis  
**Deputy Tax Collector:** Edward Gioioso  
**Collections Clerks:** Kate Nesman & Cathy James

City Hall Room 221  
**Phone:** 610-7244 **Fax:** 431-6402  
**Web:** [www.CityofPortsmouth.com/tax](http://www.CityofPortsmouth.com/tax)

The Tax Collection Division's responsibilities include collecting, posting and depositing property tax, motor vehicle registration, boat registration, and water and sewer payments, as well as revenues from all other City departments. The division is a municipal agent of the State, authorized to process motor vehicle applications, and vehicle and boat registrations, on behalf of the NH Division of Motor Vehicles.

	<i><b>FY11</b></i>	<i><b>FY12</b></i>
Property tax bills	8,360	8,457
Warrant amount	\$67,027,315	\$67,841,564
Collected as of 6/30	\$64,483,089	\$65,197,850
Percentage of collection	96.2%	96.1%
Vehicles registered as of 6/30	21,505	22,467

In FY12, the Division:

- Implemented a single-check system for motor vehicle registrations, allowing customers to write one check for both City and State fees;
- Offered residents the convenient E-Reg option to pay motor vehicle registration renewal fees online with an electronic transfer (ACH) from a checking account, or a credit or debit card, and have registrations and stickers mailed to them; and
- Coordinated with the NH Department of Safety to become Boat Agents so Portsmouth boat owners may conveniently register their boats through the Tax Collection Office.



*Cathy James & Kristin Regis confer*

## Fire Department

**Chief:** Christopher J. LeClaire  
**Executive Assistant:** Tracy Freeman

**Assistant Chief:** Steven Achilles

**Deputy Chief:** Carl Roediger

**Fire Commission:** Richard Gamester, Michael Hughes, Paul Wentworth

**E-mail:** Info@CityofPortsmouth.com

170 Court Street  
**EMERGENCY: Dial 911**

**Phone:** 427-1515

**Fax:** 427-1555

**Web:** www.CityofPortsmouth.com/fires

The Fire Department is committed to providing quality fire protection, emergency medical care, fire prevention, hazardous materials response, special rescue services, and disaster management to the citizens, visitors, and workers of Portsmouth.

The Department takes a proactive role in reducing the impact of such emergencies by providing programs related to public education, risk reduction, fire and injury prevention, community relations, disaster planning, and operational training.

All services are provided through proactive strategic planning, maintaining a well educated and equipped firefighting force, constant performance improvement, and sound financial management.



*Beechstone storage building fire on May 20, 2012*

500-gallon water tank, a 30-gallon foam tank, and a 10 K generator. The vehicle was manufactured by Emergency One of Ocala, FL, and sold to the Department by Greenwood Emergency Vehicles, Inc. of North Attleboro, MA. The new truck now operates as Engine One out of the Central Fire Station downtown.

The Department also acquired the "Kearsarge" antique steam fire engine, which had served the City for over 50 years. Built by Manchester's Amoskeag Machine Company, it first arrived in Portsmouth on June 20, 1870, and gained its place in New England history two years later when it was sent by railcar, along with the 40 firemen necessary to operate it, to Boston to help fight the "Great Boston Fire of 1872."

The Department purchased the steamer in May from a Newport, NH, collector with funds from a trust bequeathed to the Department by Dr. Lloyd M. Horlick. The steamer was in the process of being restored when the City reacquired it.

### Fiscal Year 2012 Fire Department Activity

	<i>FY11</i>	<i>FY12</i>
Fire Service calls	2,472	2,480
Emergency Medical Service calls	2,970	3,026

### General Information

The Department provides emergency and non-emergency services to the community through a complement of forty-two Firefighters, twelve Fire Officers, one Fire Inspector, three Chief Officers and an Executive Assistant.

The responses made by the Department include medical illnesses and traumatic injuries, motor vehicle accidents, structure and vehicle fires, fire alarm activations, and services related to weather emergencies such as flooding, lightning strikes and power lines down.

### FY12 Accomplishments

The Department took delivery of a 2011 E-One Rescue Pumper for a cost of \$434,858 in September 2011. The new engine has a 1500 GPM Hale® pump,



*The steam fire engine Kearsarge in 1913 Memorial Day Parade*



Continued from Page 15

### Overview of Portsmouth Fire Activity July 1, 2011, to June 30, 2012

Fire/Explosion	76
Overpressure/Rupture	01
Rescue Call	1,230
Hazardous Condition	189
Service Call	140
Good Intent	1,219
False Call	555
Severe Weather / Natural	4
Special Type / Complaint	11
Other	55
<b>Total Fire Incidents</b>	<b>2,480</b>
Emergency Medical Transports	2,110
Service Calls /Non-Transports	916
<b>Total Emergency Medical Calls</b>	<b>3,026</b>



*The Department's new Engine One purchased in FY12*

## Significant Fiscal Year 2012 Events

**November 1, 2011** – Firefighters from ten communities battled an early morning two-alarm fire that caused significant damage to the home of city Firefighter Sam Chase.

**January 31, 2012** – A 63-year-old homeowner of 214 Union Street died in a fire that investigators say was caused by improper disposal of smoking materials.

**March 24, 2012** – A catastrophic failure of a main electrical service panel caused a fire and significant smoke damage at Thermo Fisher Scientific on Post Road.

**May 23, 2012** – Portsmouth Engines 1 and 3, Ambulances 1 and 2, Chief 2, and another company of four responded to the Portsmouth Naval Shipyard to assist the PNSY Fire Department in extinguishing a hazardous blaze onboard the USS Miami, a Los Angeles Class nuclear submarine.

### Department Infrastructure

The Fire Department maintains three fire stations staffed 24 hours a day. Located in the historic downtown district, Station 1 houses the administrative and prevention offices, Engine and Ambulance Company 1, one forestry truck, and command support resources. The Department docks a fire boat along the waterfront at a New Hampshire Port Authority pier.

Station 2, in the southern portion of the city, houses Ladder 2, Tower 5 and Ambulance 2. Station 3, at the Pease International Tradeport, houses Engine and Ambulance Company 3, as well as Rescue 3. Two reserve engines and one reserve ladder truck complement the fleet.

The Department provides a number of services to the community: emergency medical services, fire protection, marine and waterfront fire and medical response, community services, emergency management, hazardous materials and disaster response, and fire prevention and inspection.

### Fiscal Year 2012 Personnel Changes

**Retirements** – Firefighters James Rivaïs, 31 years, and Jeffery Bokum, 9 years (deceased).

**Resigned** – Firefighters Christopher Chenoweth and Eric West.

**Appointments** – Probationary Firefighters Tamara Alvino, Tyler Cunningham, Steven Morse and Joshua Danley.



*Fire at Beechstone Apartments in May 2012*



## Health Department

**Deputy City Manager:** Cindy Hayden  
**Health Officer:** Kim McNamara  
**Health Inspector:** Kristin Shaw  
**E-mail:** Health@CityofPortsmouth.com

City Hall, Third Floor

**Phone:** 610-7273

**Fax:** 427-1593

**Web:** www.CityofPortsmouth.com/health

The Health Department protects residents and visitors by providing a wide array of environmental health services.

The Health Officer and Health Inspector are responsible for permitting, regulating and inspecting food establishments and food-related events. There are 290 licensed establishments in Portsmouth, with a net gain of 989 seats (673 indoor, 316 outdoor) since February 2011.

Portsmouth currently has 21,869 restaurant seats, surpassing the city's population of 21,233. Of these, 19,567 are indoors and 2,302 are outdoor or seasonal seats. A total of 18,428 are under liquor license.

Additionally, there are numerous events such as Market Square Day, Farmers' Market, Chowder Festival, Taste of the Nation, Air Shows, Ghosts on the Banke, etc., that draw thousands of people and food safety is vital for safe, successful and enjoyable events.

Another area of responsibility is ensuring compliance with state and federal food recalls. The Department maintains recall information on its web page. It also responds to food safety concerns resulting from fires in restaurants and other food service establishments, as well as a variety of environmental health complaints, including possible food-borne illness; unsanitary living conditions; rodent and insect infestations; failed septic systems; sewer back-ups; and asbestos, lead paint, and water and air quality issues.

The Department provides facility inspections for schools, in-home daycares, daycare centers, residential care facilities, foster and adoptive homes, and nursery schools for their State licensure, as well.

In addition, the Department works closely with the Public Works Department to investigate and address the problem of Fats, Oils, and Grease (FOG) generated by local restaurants into City sewers. This is vital for compliance with state and federal laws.

The Health Department conducts environmental investigations into disease outbreaks. It also monitors, and when necessary responds to, environmental health threats such as mosquito-borne disease and provides public notification and education regarding these diseases.

Numerous additional links to information of inter-



*The Health Department partners with UNH Cooperative Extension to offer food safety training*

est can be found on the Web page, including environmental hazards site data and emergency preparedness information.

The Health Department takes advantage of select professional development and training opportunities to ensure staff are available to provide the best resources possible to local food service establishments and be prepared to address public health emergencies.

As part of this effort, Inspector Kristin Shaw completed an International Food Protection Training Institute

(IFPTI) Fellowship funded by the W.K. Kellogg Foundation and the FDA. She was one of only 13 applicants selected from across the nation for

the program designed to enhance the critical thinking, problem-solving and decision-making skills of experienced food regulatory officials. Her IFPTI work focused on how to improve food safety practices in restaurants, which included publishing her research in the Journal of the Association of Food and Drug Officials. Health Officer Kim McNamara completed a mass fatality workshop, as well as integrated medical, public health, preparedness and response training. Both were funded by a Centers for Disease Control and Prevention (CDC) grant.

Staff also participate in the Portsmouth Area Emergency Planning Team (PAEPT) representing municipalities, emergency services, medical facilities, social service agencies and volunteer groups from Portsmouth, Greenland, New Castle, Newington, North Hampton and Rye. PAEPT plans for, and responds to, regional emergencies and disasters.

Part of this effort is the Greater Portsmouth Medical Reserve Corps, a volunteer group of medical and non-medical volunteers that can assist in various public health and emergency management functions, such as immunizing or dispensing medication in the event of an outbreak, staffing a shelter, or assisting at events that require first aid stations. The Portsmouth Health Department recently hosted a series of trainings for MRC volunteers.



*IFPTI Graduation*

## Human Resources

**Director:** Dianna Fogarty  
**Coordinator:** Linda Corriveau  
**Administrative Clerk:** Joanna Diemer  
**Switchboard:** Barbara Chrane, Nancy Marcotte  
**E-mail:** Info@CityofPortsmouth.com

City Hall, Room 424  
**Phone:** 610-7270  
**Fax:** 427-1577

**Web:** www.CityofPortsmouth.com/hr

The Human Resources Department works to attract, select, develop and retain an effective municipal workforce, which at the end of Fiscal Year 2012 numbered 578 men and women.

The HR Department is responsible for development, implementation and coordination of policies and programs for recruitment, employment, compensation and benefits, education and training, safety and health, and compliance issues.

In FY12, the Department reviewed 678 applications to hire 60 full-time and part-time employees for the Municipal workforce. The Department is responsible for pre-employment and promotional activities leading to filling all classified positions, except for the Police, Fire, and School Departments. This includes advertising positions, as well as conducting interviews and background checks.



*HR Coordinator Linda Corriveau conducts a new hire orientation with firefighter Timothy Cole*

grams for 475 employees and 507 retirees. The Department bid the long-term disability and life insurance contracts, resulting in a 20% savings for the next three years. It also administers retirement, vacation and sick time accruals, and educational reimbursement for municipal employees.

Employee wellness programs included Lipid Profile screenings of blood fat levels, total cholesterol, HDL, LDL, triglycerides, glucose, blood pressure and heart health ratio, thanks to a \$2,500 grant. HR also administered a 10-week physical activity program called Trek the Himalayas.

In FY12, Human Resources provided leave administration services and consulted with City departments for three long-term disability claims, 14 retirements, and 17 Family Medical Leave requests.

HR worked closely with the School Department to assume its human resources responsibilities. It coordinated with the School Board to establish a teacher retirement incentive and held meetings to explain the plan to teachers. Five took advantage of the plan, saving \$137,811. HR oversaw installation of a VOIP telephone system for the School Department's Central Office and assumed responsibility for hiring substitutes and coaches, and for criminal background checks for all hires.

In FY 12, HR coordinated a number of training programs, including mandatory AED and CPR training for all employees, electrical safety, personal protective equipment, confined space entry, natural gas safety, traffic control techniques, environmental hazards and landscape maintenance safety, trenching and excavation training for all public works employees

All property and liability, worker's compensation and unemployment claims are administered by HR. The Department processed 56 work-related claims, and 110 property and liability claims in FY12.

The Department also is involved in risk management, classification and compensation studies, and administering the municipal telephone system. Renegotiation with the city's telephone vendor, BayRing, saved \$15,000 in each of the contract's three years.

### Municipal Recruitment

	<i>FY10</i>	<i>FY11</i>	<i>FY12</i>
Applications	1,019	1,116	678
Hires (FT & PT)	50	58	60
Applicants interviewed	144	156	65
Turnover rate	5.1%	6.5%	5.7%

The HR Department administers and negotiates 15 collective bargaining agreements and seven employee contracts, representing the City on all employment grievances and arbitrations. In FY 12, HR reached six-year agreements with new overtime terms for AFSCME #1386 (Public Works, Library and Clerical staff), the School Custodians, and the Portsmouth Patrolman's Union — NEPBA Local #11. HR continues to be active in the City's negotiating effort in collective bargaining with IAFF #1313 (Fire Fighters) and the Professional Fire Officers' Association, whose contracts expired on June 30, 2008.

The HR Department manages citywide benefit programs including health, dental, life and disability pro-

## Inspection Department

**Deputy City Manager:** Cindy Hayden  
**Chief Building Inspector:** Richard Hopley  
**Asst. Building Inspector:** Roger Clum  
**Plumbing/Mechanical:** Brian Kiely  
**Electrical:** Scott Young  
**Administrative Clerk:** Meg Pallazola

City Hall Third Floor

**Phone:** 610-7243

**Fax:** 427-1593

**Inspector Office Hours:** 8-10 a.m.; 1-2 p.m.

**E-mail:** Info@CityofPortsmouth.com

**Web:** www.CityofPortsmouth.com/inspection

The Inspection Department is responsible for ensuring the integrity of Portsmouth's existing and future built environment through implementation and enforcement of the City's building, electrical, plumbing and life safety codes.



Plumbing Inspector Brian Kiely conducting an underground inspection

Construction value in Fiscal Year 2012 topped \$105 million, up 157% from the prior year. This also resulted in a 22% increase in permit fee revenue for the City.

	<i>FY11</i>	<i>FY12</i>
Building permits (including fire protection systems)	853	866
Declared construction value	\$40.9M	\$105M
Electrical permits	566	555
Plumbing/mechanical permits	727	763
<b>Total permits</b>	<b>2,146</b>	<b>2,184</b>

The Inspection Department provides services in five general areas:

- **Plan Review and Code Consulting:** The inspectors review all documentation associated with each construction project, discuss technical aspects with clients, and inform them of any design deficiencies in meeting City codes. The Department also reviews sign permit applications.
- **Permit Issuance:** Permits are required for all new construction and general renovations that change the overall size of a building, or portions thereof, or involve creation of new rooms or spaces. Any expansion of electrical, plumbing, mechanical or fire protec-

tion systems also requires a permit. Permits are not necessary for reroofing. The Department coordinates and processes final permit documentation and issues permits to the licensed contractor or homeowner doing the work.

- **Construction Inspections:** The Department performs a series of inspections as the work progresses to ensure it conforms with City codes, and notifies responsible parties of the results.
- **Construction Completion:** The inspectors perform final site inspections and if the building, electrical, plumbing, mechanical and/or fire system work meets codes, they issue a Certificate of Occupancy.
- **Code Enforcement:** The inspectors also investigate claims of building, electrical, plumbing, mechanical and zoning code violations.



Assistant Building Inspector Roger Clum checks stair tread

Applications for building and sign permits

may be submitted during City Hall hours. Forms can be downloaded from the Department's Web page.

The inspectors maintain daily office hours from 8 a.m. to 10 a.m. and 1 p.m. to 2 p.m. to conduct plan

reviews; issue electrical, plumbing and mechanical permits; consult with clients; and answer construction code questions. On-site inspections are conducted from 10:15 to noon and 2:15 to 4:30 p.m.

The electrical inspector is a part-time position and he publishes his schedule monthly.



Chief Building Inspector Rick Hopley discusses the conversion of the School Department's offices at Little Harbour School to classrooms



## Legal Department

**City Attorney:** Robert P. Sullivan  
**Asst. City Atty.:** Suzanne M. Woodland (part-time)  
**Asst. City Atty.:** Kathleen M. Dwyer (part-time/School Dept.)  
**Prosecutor:** Rena Dilando-Dandurant  
**Zoning Enforcement Officer:** Jason Page  
**Legal Assistant:** Raeline O'Neil

City Hall, Room 423

**Phone:** 610-7204

**Fax:** 427-1577

**E-mail:** Info@CityofPortsmouth.com  
**Web:** www.CityofPortsmouth.com/legal

The Legal Department advises and represents the City Council, City Manager, departments, officers, employees, boards and commissions concerning issues related to their official duties. The scope of these legal services includes:

Representing the City in litigation, as necessary, including Zoning Board of Adjustment and Planning Board appeals, real estate tax abatements, and a variety of other cases (at the end of Fiscal Year 2012, there were 30 open litigation files, 15 of them new);

Interpreting laws, statutes, regulations and ordinances;

Preparing, reviewing, approving and negotiating contracts, drafting bid documents and Requests for Proposals (41 in FY12), leases, bonds, easements and other legal documents in which the City is a party;

Preparing or assisting with the preparation of ordinances;

Attending City Council, School Board, Planning Board, Board of Adjustment and other meetings as required;

Conducting or overseeing Portsmouth District Court prosecutions on behalf of the Police Department, including all violation and misdemeanor level offenses, as well as handling arraignments and probable cause hearings for felony level offenses committed in Portsmouth;

The prosecution unit handled 1,137 new cases in FY12. In addition to prosecuting criminal offenses that result from arrest (54 trials and 689 subpoenas to trial witnesses in FY12), the unit handles Fugitive From Justice cases, bail revocation hearings, and numerous post-conviction matters such as probation violations. The unit also represents the Police Department in administrative license suspension hearings at the Department of Motor Vehicles (15 in FY12);

The Police Department's victim/witness advocate, working with Legal Department prosecutors, assists victims through the criminal justice process. The advocate handled 117 domestic violence-related cases and assisted 310 victims/witnesses in court in FY12;

Providing zoning enforcement services through employment of a full-time zoning enforcement officer to investigate and, as appropriate, help resolve ordinance violations;



*Assistant City Attorney Suzanne Woodland confers with Deputy DPW Director Peter Rice*

Providing legal opinions for all City departments, boards and commissions; and

Responding to citizen inquiries, including Right-to-Know Law requests, City ordinances and other legal issues. Most inquiries and requests are handled immediately without the need to schedule appointments.

The Legal Department devotes one part-time assistant city attorney to the School Department to deal with compliance with educational standards, special education costs re-

covery, student discipline, residency issues, trusts and scholarships, and the Futures Program.

Some selected cases/projects requiring the expertise of the Legal Department in FY12 were:

- Resolved property owner disputes;
- Finalized a lease with SIPP for the Indoor Pool;
- Various issues regarding Portsmouth Toyota;
- Right-of-way acquisitions for Public Works projects;
- Continued to assist the Joint Building Committee with contractual aspects relative to the new Middle School;
- Atlantic Heights emergency access;
- Memorial Bridge Project meetings & negotiations with NHDOT;
- Prescott Park Arts Festival Agreement;
- Federal Consent Decree Modifications regarding wastewater treatment;
- Zoning enforcement and appeals;
- Supported City's participation in the Great Bay Municipal Coalition;
- Coakley Landfill Group Executive Committee;
- Prepared agreements for alcohol service on sidewalks;
- Contract review and support for all departments;
- Tax litigation cases: 100 Market Street, LLC, Gergen Family Trust, Malt House Exchange, McManus & Hebert, and Board of Tax and Land Appeals cases;
- Connie Bean Center deed restrictions removal work;
- Bellamy Reservoir issues discussions with Madbury;
- Strawberry Banke utility agreement;
- Legislative redistricting; and
- Bureau of Securities Regulation/Local Government Center dispute.



## Library

**Director:** Mary Ann List  
**Assistant Director:** Steve Butzel  
**Reference:** Michael Huxtable  
**Public Services:** Sherry Evans  
**Youth Services:** Susan Laun  
**Technical Services:** Pat Palmer  
**E-mail:** Info@lib.CityofPortsmouth.com

175 Parrott Avenue  
**Phone:** 427-1540  
**Fax:** 433-0981  
**Hours:** Monday-Thursday, 9-9; Friday 9-5:30 p.m.  
 Saturday 9-5; and (Sept.-May) Sunday 1-5 p.m.  
**Web:** www.CityofPortsmouth.com/library

The Library was established by ordinance in May 1881 as a free public library “for the use of all of our citizens.”

In accordance with its mission, the Library serves as a gateway to reading, information, culture, community activities, and cultural heritage.

The Library is a highly performing institution aimed at meeting local needs and, as much as possible, bringing global possibilities to the Portsmouth community. *It is a true shared resource for the Community, a place to learn together, to relax together, to enjoy the community of others, to discuss topics of importance locally and globally.*

In Fiscal Year 2012, there were over 275,000 physical visits to the Library, more than 465,000 items circulated, and over 33,000 reference questions answered.

As publishing has expanded into the electronic realm, the Library has embraced new and advancing technologies offering thousands of titles as downloadable eBooks and audiobooks through the New Hampshire Downloadable Consortium. In addition, the Library pur-



Steve Butzel helps Pat Remick download books to her new ereader

chases titles that are available only to local card-holders through the Advantage program. E-readers preloaded with books in various genres are also available for checkout.

Web access to many Library resources is available 24/7 for both re-

search and entertainment in formats easily accessed via both computers and mobile devices.

Staff members and volunteers are working on digitizing images and corresponding information on the historical North End and South End neighborhoods. The digital projects are aimed at preserving Portsmouth’s visual history as well as encouraging conversation among residents, enriching our knowledge of the City by captur-

ing the stories of lives lived in the community.

Library staff members teach classes on the use of computers and digital devices, especially those devices and resources supported by Library collections and content licenses.

Staff members are also trained and ready to help individuals with the use of the new technology on their own devices.

On average, more than 2,000 individuals use Library computers each month. In addition 1,500 to 2,000 individuals travel through the Library’s wireless network.

Moving toward more efficient operations, staff communicate with Library members electronically using email, social media and the web. In FY12, staff members used email to send approximately 80% of overdue notices and 87% of notices to cardholders who had requested items be held for them. Self-checkout, online requests and online renewals added to the efficiencies.

The Library’s role as a Community Activities Center also grew in 2012 with expanded program offerings for all ages. Adult programs brought learning opportunities and entertainment in such broad areas as art, music, poetry, movies, sports, computer literacy, personal finance, and world affairs. Ongoing writing groups and book discussions engaged authors and readers alike. Library meeting rooms provided space for community groups to meet, conduct business and share ideas.



Nicole Cloutier and Suzanne Loder research historical maps of the Seacoast

	<b>FY2011</b>	<b>FY2012</b>
<i>Patrons registered</i>	18,700	19,099
<i>Hours open weekly</i>	68.5	68.5
<i>Total items circulated</i>	476,711	474,687

Continued from Page 21



*Remi Gross-Santos and Susan Laun  
ready books for young readers*

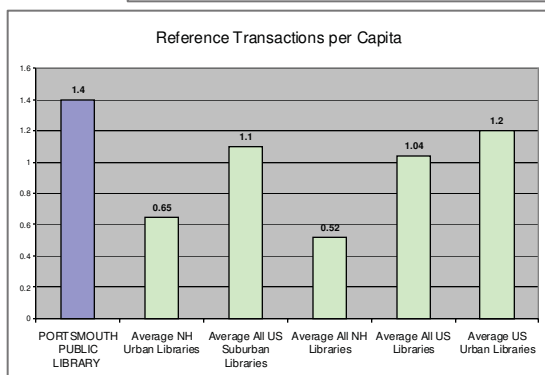
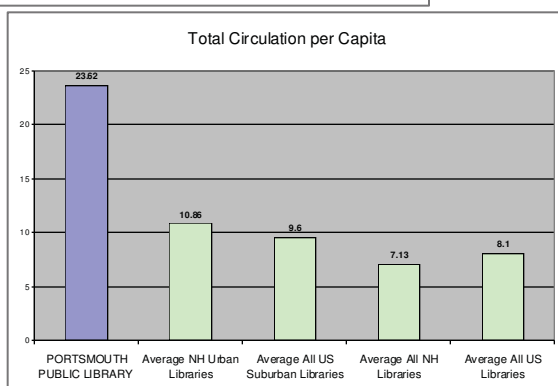
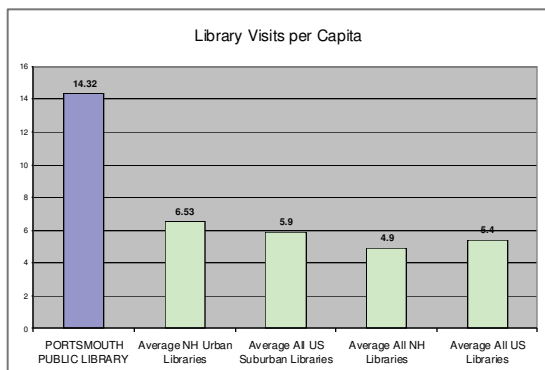
Youth Services staff provided both individual attention and group programs in fulfillment of the Library's role of Youth's Door to Learning. Lap Times, and Toddler and Pre-School Story Times brought the joy of reading to children from birth to school age on

weekdays and weekend days.

Class visits brought Portsmouth schoolchildren to the Library, and Youth Services staff visited all Portsmouth elementary schools and the Middle School.

Building Days, Game Days, and Crafternoons provided relaxation opportunities to older children and teens.

Statistics from the Institute of Library and Museum Services indicate activity levels at the Portsmouth Library far exceed national and state averages.



## More Portsmouth Library Statistics

	FY11	FY12
<b>Items Circulated</b>		
Books: Adult Fiction	77,912	73,210
Books: Adult Non-Fiction	55,871	55,280
Books: Children's	156,230	157,182
Books: Young Adult	14,968	15,607
Audio: Books & Music	48,923	48,971
Video: DVD & VHS	100,209	95,482
Magazines	11,630	14,863
Other	5,479	5,400
Audios downloaded	4,376	4,929
E-books downloaded	1,113	3,763
<b>Total</b>	<b>476,711</b>	<b>474,687</b>

<b>Resources Available</b>		
Books	129,023	131,428
Audio: Books & Music	8,660	8,652
Video: DVD & VHS	10,258	10,015
Other	138	138
Magazine & Newspaper		
Subscriptions-Print & Microfilm	430	433
Online Databases	58	58
Downloadable audios	4,798	4,823
Downloadable eBooks	1,816	2,591
<b>Total</b>	<b>155,181</b>	<b>158,138</b>

<b>Reference Questions</b>		
Adult	18,616	17,727
Children	13,935	16,105
<b>Total</b>	<b>32,511</b>	<b>33,832</b>

<b>Program Attendance</b>		
Adults	8,131	8,226
Children	11,580	12,993
<b>Total</b>	<b>19,711</b>	<b>21,219</b>

<b>Study Room Use</b>	<b>1,838</b>	<b>2,148</b>
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<b>Meeting Room Use</b>		
Community Groups	382	366
Library Programs	1,113	1,144
Other Municipal Departments	64	37
City Schools	23	14
<b>Total</b>	<b>1,582</b>	<b>1,561</b>



*Michael Huxtable and Erin Mawn stand ready  
to assist with research online and in books*



*Sherry Evans and Jennifer Bassett assist at checkout*

## Planning Department

**Deputy City Manager:** Cindy Hayden

**Director:** Rick Taintor

**Principal Planner:** Nick Cracknell

**Environmental Planner/Sustainability Coordinator:** Peter Britz

**Administrative Assistant:** Jane Shouse

**Administrative Clerks:** Mary Koepenick & Liz Good

City Hall Third Floor

**Phone:** 610-7216

**Fax:** 427-1593

**E-mail:** Info@CityofPortsmouth.com

**Web:** www.CityofPortsmouth.com/planning

The Planning Department advises the City's Manager, Council and land use boards on issues relevant to the development of Portsmouth.

The Department's day-to-day functions include interpreting and administering land use ordinances and regulations; coordinating review of applications for land use permits and approvals; reviewing requests for zoning changes and use of municipal property, and making recommendations to appropriate local authorities; coordinating with other City departments and state and federal agencies on land use and development issues; and providing technical assistance and support to the City's four local land use boards:

The **Planning Board** acts on applications for site plan review, subdivisions, lot line relocations, and conditional use permits, and also provides recommendations to the Council in response to its referrals. In FY12, the Board considered 28 site plan review applications, 8 subdivision applications and 23 conditional use permits.

The **Board of Adjustment** hears and decides requests for variances from terms of the Zoning Ordinance, special exceptions as allowed by the Ordinance, and appeals of administrative decisions related to interpretation of the Zoning Ordinance. In FY12, there were 79 variance requests, 17 special exception requests, 2 equitable waiver requests and 4 appeals of administrative decisions.

The **Historic District Commission**, which reviews exterior changes to buildings and structures in the Historic District, held 110 public hearings and 23 work sessions.

The **Conservation Commission**, charged by statute with the protection and proper utilization of the City's natural resources, makes recommendations to the Planning Board and NH Department of Environmental Services. In FY12, the Commission reviewed 23 conditional use applications and 13 State wetlands permits.

Major development projects reviewed and approved in FY12 included a four-story mixed use building at 40 Bridge



*Environmental Planner Peter Britz surveys a site*

Street; two new multi-use buildings at 750 Lafayette Road totaling 40,000 square feet; the Portwalk Phase 3 mixed-use development at 95 Hanover Street; a 32,000-square-foot office and warehouse building on Constitution Avenue; and the new 3S Artspace gallery, studio and restaurant space on Vaughan Street.

The Department's long-range responsibilities include preparing the City's Master Plan (generally every 10 years); conducting studies and preparing plans related to land use, development and environmental protection; and revising and updating land use ordinances and regulations.

In FY12, the Department obtained two grants that will play an important role in developing portions of the next Master Plan: \$30,000 to analyze the potential impacts of climate change-induced storm surges and sea level rise within Portsmouth's coastal areas and a \$43,845 Community Planning Grant to develop regulations that foster sustainable and positive community development.

Staff also worked with the American Planning Association (APA) on the successful national designation of Market Square and Market Street as one of the APA's 2011 Top 10 Great Streets exemplifying a true sense of place, cultural and historic interest, community involvement and vision.



Director Rick Taintor made presentations on Complete Streets (sometimes called livable streets) – roadways designed and operated to enable safe, attractive, and comfortable access for users of all ages and abilities, including pedestrians, bicycles, motorists and public transport – to the Rockingham Planning Commission/Metropolitan Planning Organization, and the City's Committee on Sustainable Practices.

Taintor and Principal Planner Nick Cracknell also conducted a well-attended neighborhood meeting to discuss various land use issues and potential zoning changes in the Bartlett Street/Cate Street area.





## Police Department

**Chief:** David "Lou" Ferland  
**Deputy Chief:** Stephen DuBois  
**Police Commission:** Gerald Howe, John Russo, John Golumb

**E-mail:** Info@PD.CityofPortsmouth.com  
*(Do not report crimes by E-mail)*

3 Junkins Avenue  
**EMERGENCY: Dial 911**  
**General Business:** 427-1500  
**Fax:** 427-1510  
**Crime Stoppers/Alcohol Tip Line:** 431-1199  
**Web:** www.CityofPortsmouth.com/police

The Portsmouth Police Department's mission is:  
**Community, Commitment, Compassion.**

In Fiscal Year 2012, the Department fulfilled this mission with a force of 62 sworn full-time officers, 25 auxiliary officers and 21 civilian employees protecting a year-round population of 21,000 plus approximately 25,000 commuters and tourists.

This was accomplished via a wide-ranging and comprehensive approach that included car patrols, downtown walking beats, bicycle patrols, motorcycle patrols, increased directed patrols, and numerous local operations and programs.

The Department leads the NH Internet Crimes Against Children Task Force and partners with the national affiliate, and supports regional law enforcement team initiatives dealing with DWI and alcohol (there are 142 businesses licensed to sell alcohol in Portsmouth), prescription drug take-backs and motorcycle noise.

Portsmouth Police embrace a community-focused, problem-solving proactive model.

Among the public outreach methods employed are frequent Neighborhood Coffees with the Chief, Facebook and Twitter pages, Senior Citizen spaghetti dinners, and the extremely popular Citizen Police Academy now in its fourth year of offering Seacoast citizens and business owners a behind-the-scenes look at police work.

The Department also works with the Citywide Neighborhood Committee to sponsor participation in the National Night Out against Crime. In FY12, 16 neighborhoods took part in the annual event.



### ***FY12 Portsmouth Police Statistics***

- 40,228 calls for service
- 1,137 arrests
- 51 DWI arrests
- 137 felony arrests
- 165 protective custody arrests (people too drunk to care for themselves)
- 1,021 property damage accidents
- No alcohol-related fatalities for past 12 years
- 91 personal injury accidents
- 111 drug/narcotics arrests
- 16 rapes
- 31 disorderly conduct arrests
- 37 credit card fraud incidents
- 23 impersonations (includes identity theft)
- 127 thefts from motor vehicles
- 78 burglaries (buildings/homes)
- 5,232 motor vehicle stops
- 1,619 traffic enforcement calls
- 402 traffic citations issued
- 875 park and walks
- 489 noise complaints
- 1,602 legal documents served (i.e., subpoenas, and domestic violence or trespassing orders)
- 55 felony indictments/prosecutions
- Over 100 warrants
- 2 underage drinking parties; 6 arrests
- 1 person arrested for selling alcohol to minors

*Note: The Police Department compiles calendar-year statistics in compliance with federal standards, but this year is providing fiscal year stats for July 1, 2011-June 30, 2012*



*Portsmouth Police constables from the past*





*Officer Kotsonis escorts a prisoner*

The Department has written Mutual Assistance Agreements with 29 law enforcement agencies in the region.

In FY12, Portsmouth Police used over \$300,000 in grants for a wide variety of law enforcement functions, programs and equipment that would otherwise not have been possible due to budgetary constraints.

Grant funding also helped provide additional traffic enforcement through the NH Department of Safety, and statewide/local DWI checkpoints and roving patrols. The grants come from a variety of sources, including the U.S. Bureau of Justice Assistance, U.S. Department of Justice, and the State of NH.

### ***Specialized Team Resources***

The Department has a number of Specialized Teams, including:

**Animal Control**, which has responsibilities that include assisting the public with animal-related problems or nuisance wildlife. The Animal Control Officer and officers handled 1,375 calls in Fiscal Year 2012.

The **K-9 Unit** performs general police duties in protecting life and property, enforcing State, Federal, and local ordinances, and assists in all aspects of police work. The two canines, Titan and Bruin, and their handlers may be required

to track or locate missing persons; patrol high-crime areas; assist officers in searches of buildings, detention and apprehension of criminals; and respond to serious or violent crimes in progress.

The **Honor Guard** represents the Department at formal occasions, such as City and State functions, Presidential details, and official funerals as assigned. It participated in several events throughout New England in FY12, including the NH Law Enforcement Memorial, parades, funerals and posting colors for professional sporting events.



*Honor Guard at Patriots game*

The **Crime Scene Team** specialists process

serious crime scenes to ensure proper collection of evidence. The Unit is equipped with a Crime Scene Van, which contains all necessary equipment for the processing of major crime scenes and is available as a command or transport vehicle in an emergency situation. In addition to lights and sirens, it is outfitted with Halogen lighting that can be utilized to illuminate a fairly large area.

The **Motorcycle Team** provides enforcement of motor vehicle violations, traffic direction and control at vehicle accidents/fire scenes, and crowd control. A motorcycle officer may be used as a first responder to complaints requiring an immediate response where this type of mobility is needed.

### **Additional Portsmouth Police Department Creative and Proactive Initiatives Include:**

- *Reverse 911 Community Notification System to alert citizens to citywide and neighborhood emergencies*
- The Emergency Communications Center handles 73,000 calls in dispatching police, fire, ambulance, and emergency public works operations
- *Internet Crimes Against Children investigations: Leads Statewide task force with detectives trained for online computer investigations and forensic computer analysis*
- Increased crisis intervention training to help the mentally ill and a Mental Health Court established
- *Crime Stoppers tip line*
- Monitoring of 120+ registrations for sex offenders
- *Alcohol compliance checks to ensure liquor license holders are not selling alcohol to minors*
- School Resource Officer
- *Narcotics investigations*
- Drug Recognition Experts
- *Seacoast Emergency Response Team (SERT): Regional SWAT team for 12 communities*
- Gambling investigations
- *Cyber stalking/harassment prevention*
- Laptop computers in cruisers allow officers to remotely access files and records, and complete reports, so they spend more time in the field
- *Special events management and security*
- In-service training, such as defensive driving, sexual harassment prevention, use of force issues, and legal updates
- *Selective traffic enforcement and education (STEP): Using message boards, stealth stat, and directed patrols to prompt safer driving habits*
- Homelessness outreach: Proactively assisting the homeless in finding services and shelter
- *Law Enforcement Torch Run for Special Olympics*

## Public Works Department

**Director:** Steven F. Parkinson, P.E.  
**Deputy Director:** David S. Allen, P.E.  
**City Engineer, Water/Sewer:** Peter Rice, P.E.

**E-mail:** Info@CityofPortsmouth.com

680 Peverly Hill Rd.

**Phone:** 427-1530

**Snow Bans:** 766-7669

**Fax:** 427-1539

**Web:** www.CityofPortsmouth.com/publicworks

The five Department of Public Works (DPW) divisions are responsible for maintaining the municipal infrastructure that includes streets, parks, municipal buildings, recreation facilities, the water system, and the sanitary sewer collection and treatment system.

In Fiscal Year 2012, the **Water Division** completed work on the Madbury Water Treatment Plant, which was constructed using the Leadership in Energy and Environmental Design (LEED) standards and received LEED Silver certification. The \$20 million plant is expected to produce energy savings exceeding 24%, or \$35,000, annually. It went online in August 2011 after eight years of planning, design and construction to replace a 50-year-old facility at the same location.

The Water Division completed the sale of 950 rain barrels, which were sold at a discount price of \$30 each thanks to a federal stimulus grant. The barrels help customers conserve water and money. The Division also performed leak detection operations on approximately 25% of the distribution system.

The Division, which provides water to all or parts of Portsmouth, Newington, New Castle, Greenland, Rye, Madbury and Durham, is responsible for:

- 175 miles of water mains, two treatment plants;
- Nine wells, one reservoir, one booster station;
- Water storage of 10.4 million gallons;
- Daily average consumption: 4.5 million gallons;
- 970 public and 261 private fire hydrants.

In FY12, the **Sewer Division** completed technology testing as recommended by the Wastewater Master Plan, which also includes recommendations for the upgrade of the Peirce Island Wastewater Treatment Facility and an update of the Long Term Control Plan outlining the City's sewer separation program. A major sewer separation project, the Lincoln Avenue Area Contract 3A, was substantially completed in FY12 and included upgrades to underground utilities.

The **Sewer Division** is responsible for:

- Two wastewater treatment plants: Peirce Island (4.8 million gallons daily) and Pease Tradeport (1.2 million);
- Operating/maintaining 20 wastewater pump stations;



- Cleaning, inspecting and repairing 100 miles of sanitary sewers; and
- 6,310 service connections (98% of all residential and commercial properties).

**The Highway Division** maintains City streets and sidewalks, as well as municipal parks, playgrounds, recreation facilities and buildings. It maintains the

City vehicle and equipment fleet, oversees mosquito control, performs snow removal, and provides daily sweeping and litter control in the central business district.

Its solid waste/recycling program serves 8,100 households generating 13,000 tons of material; diverts almost 6,400 tons from the landfill; conducts curbside pickup of 3,500 tons of recycling and yard waste; maintains a drop-off Recycling Center offering disposal of such items as electronics, tires/batteries, and motor oil/cooking oil; and holds two Household Hazardous Waste Collection Days annually.

### Public Works: By The Numbers

- Maintains, cleans & plows 136 miles of streets
- Maintains 75 miles of sidewalks
- Maintains 16 City-owned bridges
- Maintains nine playgrounds, 10 parks/ball fields and four historic cemeteries
- 114 full-time employees, 20 part-time
- 150 pieces of equipment

The **Parking & Transportation Division** is responsible for downtown public parking facilities, including 2,453 off-street and on-street spaces; parking and traffic studies; and the operation, maintenance, collection and enforcement of 220 electronic and 60 Pay & Display meters. It works with COAST to expand public transportation so that 90% of the City is accessible and also with downtown merchants on the Parking Validation Program offering patrons parking rate discounts.

The **Engineering Division** designs and implements a variety of capital projects, reviews site and subdivision plans of new and proposed projects, and provides technical support to other City departments.



## Top Fiscal Year 2012 Infrastructure Improvements

### Highway Division

- Completed the State Street sidewalk project
- Completed the Concord and Porpoise Way Streetscape Project: Sidewalks, drainage, water, sewer, curbing, trees and paving
- Completed Mechanic Street seawall replacement
- Completed Maple Haven drainage improvements, repaved streets
- Initiated Municipal Complex Boiler Plant Improvements Project
- Completed the Seybolt Renovation Project for the relocation of the School Department's administrative offices
- Completed the State Street and Fleet Street signal improvements
- Pavement improvements: Borthwick Ave., Highliner Ave., Heritage Ave., Post Rd., Market St., White Cedar Blvd., Middle Rd. and International Dr. from Rye St. to Corporate Dr.



*Completed State Street sidewalk upgrade*

### Engineering

- Continued the design process for the replacement of the Sagamore Bridge on Route 1A
- Initiated the design of Phase 3 streetscape improvements in the McDonough Street Area
- Completed the design for storm drain improvements in the Maple Haven area
- Completed design for the Woodbury Avenue/Durgin Lane right turn lane
- Completed Middle St. to Church St. brick sidewalk replacement design
- Completed the design for Middle Rd. sidewalk replacement from Middle Street to Spinney Road
- Completed design for the Marcy Street Area sidewalks project
- Completed design for the I-95 directional sign for truck traffic
- Initiated the Mechanic Street/Pickering Street seawall design
- Completed the design for the Plains Park improvement project
- Initiated the Shaw Building foundation repair project at Prescott Park
- Coordinated with NHDOT on the Scott Avenue/Memorial Bridge replacement project



*Sidewalk rehabilitation*

### Parking & Transportation

- Completed the installation of Pay & Display meters allowing credit card and coin usage
- Continued implementation of the In-Vehicle meter system to complement Pay & Display meters
- Continued the snow ban parking coupon program allowing residents to park in the High-Hanover Parking Facility for \$3 with a City-issued coupon during snow emergencies and snow removal periods
- Extended the traditional two-week downtown meter free parking to three weeks during the Christmas holiday season
- Continued the Parking Validation Program
- Continued the High-Hanover Parking Facility Security Plan, including security seven nights/week, increased lighting and zero tolerance on graffiti
- Continued repair of the High-Hanover deck spalling, repainting of structural steel and replacement of joint sealant
- Continued Masonic Parking Lot lease for supplemental downtown parking

### Water & Sewer

- Completed the pilot study for secondary treatment technology selection for the upgrade to the Peirce Island Wastewater Treatment Facility
- Substantial completion of the Lincoln Avenue Area Contract 3A Sewer Separation Project
- Completed Bellamy Reservoir improvements
- Completed the construction of new Madbury Water Treatment Plant
- Completed the Parrott Ave. Sewer Separation project in conjunction with the Middle School construction



*Lincoln Avenue work*



## Recreation Department

**Director:** Rus Wilson  
**Asst. Dir./Program Coord.:** Barry Foley  
**Spinnaker Supervisor:** Tim Bailey  
**Recreation Supervisor:** Tom Kozikowski  
**E-mail:** Info@CityofPortsmouth.com

**Phone:** 766-1483  
**Fax:** 431-6403  
**Spinnaker Point:** 766-1483  
**Connie Bean Community Center:** 427-1549  
**Pools: Indoor** 427-1546 **Outdoor** 427-0717  
**Web:** www.CityofPortsmouth.com/recreation

The Recreation Department provides diversified and affordable recreation and leisure activities year-round for all segments of our community.

The Rec Department designs programs to serve the varying needs of Portsmouth residents regardless of age, sex, race, income, level of participation, and interest in athletic and non-athletic activities. Some programs are available to non-residents for a fee.

In FY12, the Department began construction of a new Youth Recreation Center attached to the renovated Portsmouth Middle School. The new Rec facility was expected to open the first week of September 2012.



*Learning soccer skills at a Rec Department summer program*

Pilates, karate, exercise and spin classes, pool, hot tub, sauna, etc.)

- 18+ leagues (basketball, volleyball, ping-pong, etc.)

### **Indoor Pool (Daily, year-round)**

- Open 7 days a week
- Lessons to 1,500 children,

plus 160 on swim teams

- Hosted regional annual Special Olympics meet

### **Peirce Island Outdoor Pool (Daily/9 weeks)**

- Free lessons to over 650 residents
- Open 7 days per week; open swim times every afternoon
- 26,000 visits for open swims, averaging 443 per day

### **Summer Programs/Camps (9 weeks)**

- 450 children (50 per week) in Summer Day Camp
- 1,250 children participate in other programs and sports camps (basketball, soccer, baseball, field hockey, softball, cross-country, golf, volleyball)

### **July 4th Holiday Fireworks**

- Annual display drawing 30,000-40,000 people

### **Other Special Programs**

- Fall soccer/spring baseball
- Monthly Middle School dances
- School year vacation camps
- 16 senior citizen day trips
- Peirce Island Boat Launch
- Family Halloween, Father/Daughter & Mother/Son Dances; Easter Egg Hunt



*Men's Basketball League*

The Recreation Department also administers the Portsmouth High School athletic program and all responsibilities therein.

Currently, the Department serves the community via existing facilities, parks and playgrounds, including:

### **Youth Recreation Center (Daily)**

- Over 1,200 children enrolled in various programs and sports, including leagues for K-12
- Drop-in programs (ping-pong, pool, basketball, etc.)
- Other active and passive programs for infants through seniors

### **Spinnaker Point Adult Recreation Center (Daily)**

- 1,500 members, including senior citizens, residents and non-residents
- Fitness center for 18+ (equipment, weights, indoor track, basketball court, tennis, volleyball, dance, yoga, tai-chi,

*Rec Department staff ready for the annual Family Halloween Dance*



## School Department

**Superintendent:** Edward McDonough  
**Asst. Superintendent:** Stephen Zadravec  
**Business Administrator:** Stephen T. Bartlett  
**School Nutrition Director:** Deb Riso  
**Dir. Pupil Support & Instruction:** Joanne Simons  
**Central Office:** 1 Junkins Avenue, Suite 402  
**Phone:** 431-5080 **Fax:** 431-6753  
**E-mail:** Info@CityofPortsmouth.com

**Little Harbour Elementary:** 436-1708  
**Dondero Elementary:** 436-2231  
**Portsmouth Early Education Program:** 422-8228  
**New Franklin Elementary:** 436-0910  
**Middle School:** 436-5781  
**High School:** 436-7100  
**Robert J. Lister Academy:** 427-2901  
**Web:** www.CityofPortsmouth.com/school

**School Board:** Leslie Stevens (Chair), Tom Martin (Vice Chair), Carol A. Chellman, Mitchell Shuldman, Ann Walker, Kent LaPage, Patrick Ellis, Dexter R. Legg and Mary Olea

The School Department's mission is *to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.*

In FY12, the Department was led by Superintendent Ed McDonough and 353 full-time and part-time employees supported through the general fund and additional positions supported by grants and other revenues. The staff provided support to 2,687 students in a pre-school program, three elementary schools, a middle school, an alternative secondary school, and a high school that is also a career technical center. A total of 76% of the professional staff hold a master's degree or beyond.

Portsmouth teachers pride themselves on providing personalized education for every student. Over the years, the School Department has protected direct instruction to children by maintaining reasonable class sizes, especially at the elementary level. The School Department's strategic model for large-scale improvement remains the use of Professional Learning Communities, which are collaborative teacher teams focused on results.

In grades 6-8, teachers use a team approach that allows them to record the progress of each child by addressing physical, personal, academic and social needs.

The School Department expects Phase I of the Middle School Expansion/Renovation to welcome 7<sup>th</sup> and 8<sup>th</sup> graders by September 2012 and the entire project to be completed by September 2013.

At the high school level, students are provided with a rich curriculum that allows them acceptance into the nation's best colleges and universities. The School Department also works closely with SAU 50, which serves Rye, Greenland, Newington and New Castle. Students from SAU 50 towns represented about one-third of the high school's pupils in FY12. Eighty-four percent of 2012 graduates planned to attend a post-secondary program in the fall.

**Principal John Stokel**, in his 30<sup>th</sup> year as principal, was recognized by the NH School Principals Association as the 2012 Role Model of the Year.



Portsmouth High School announced its "Top Ten" for the Class of 2102 and the colleges and/or universities they planned to attend:

Joshua Pfosi	Tufts University
Nicholas Pfosi	Tufts University
Madeline Cole	Bowdoin College
John Williamson	Northeastern University
Gregory Tsougranis	The College of the Holy Cross
Junqian Li	New York University
Yussra Ebrahim	University of New Hampshire
Susan Harvey	Barnard College
Macy Howarth	Hobart and William Smith Colleges
Emily Koester	University of New Hampshire

In FY12, the per pupil cost for Portsmouth students was \$14,697.07. Twenty-four percent of students were eligible for the federal free and reduced meals program, 15.5% were educationally disabled, and 2.5% received instruction in the English Speaking Other Languages (ESOL) program.

Also, the Department's Central office moved to the municipal complex on Junkins Avenue, making way for additional classroom space scheduled to be ready at Little Harbour in the fall of 2012.

Continued from Page 29

## 2011-2012 School Year Points of Pride

The **Portsmouth High School Percussion Ensemble** won the World Championships in Dayton, Ohio.

The **Portsmouth High School Baseball Team** established a national record for the nation's longest consecutive win streak.



**Congratulations to Junqian Li** on her selection as a Presidential Scholar, one of 500 in the country.

**Students at Portsmouth High** worked with local artist Richard Haynes and UNH Professor Sean McGuinness to create a diversity mural currently displayed at the Portsmouth Public Library and soon to be hung at PHS.

**The Ecology Club's** fundraising efforts with the 2nd Annual Run For The Sol raised monies for solar energy panels at PHS. The club constructed a rain garden last year.

**Kudos to students at Lister Academy** for sustaining their Leaf Buster fundraising project and for their work in visiting Costa Rica last year and Puerto Rico this year.



### **Congratulations to:**

**Isabelle Halle** for her perfect score on the writing portion of the New Hampshire Spelling Bee.



**Principal Kate Callahan** for her selection to the New Hampshire Department of Education's Task Force on Teacher Quality.

The work of **Project Safety** for sustaining the 7th grade educational program and for bringing "Ryan Halligan's Story" to students in Grade 6-12.

The efforts of **ESOL teacher Yige Wang** to partner with the UNH Confucius Institute and bring teaching resources to Portsmouth to teach Mandarin and Chinese culture to secondary school students.

The efforts of **Steve Zadavec, Jeffrey Collins** and community families in organizing and hosting a second consecutive cultural exchange with our sister city Nichinan, Japan.

The dedication of our **Joint Building Committee** members—Co-chair **Dexter Legg**, member **Leslie Stevens** and **Ann Walker** and ex-officio members **Steve Bartlett** and **Principal Stokel**—in overseeing the Middle School project.

The **Portsmouth High Football Team**, which won the Division III State Championship for the first time in thirty years.

**PMS Instructor Laura Barone**, published in the periodical "Science World."

The **Dondero Elementary School "Green Team"** for its focus on composting, school garden and sustainability.

**St. Baldrick's Cancer Charity** for raising over \$7,500 this year in support of Lydia Valdez, a Little Harbour third-grader bravely undergoing treatment for cancer.

**Mr. Ruel's Science Class** for winning a \$1,000 award for its educational video connected to science and the new Middle School project.

**Kudos**, as well, to everyone involved in our **Summer Learning Lab**, the financial support of the **Little Harbour Foundation**, and the efforts to introduce summer reading through **You've Got Mail**.





## Welfare Department

**Director (Part-Time):** Keith Bates  
**Case Technician:** Ellen Tully  
**E-mail:** WFDept@CityofPortsmouth.com

City Hall Room 206  
**Phone:** 610-7267  
**Fax:** 427-1594

The Welfare Department assists Portsmouth residents unable to provide for their own documented shelter, food, medication, utility or other emergency needs.

It provides assistance to qualified individuals and promotes independence through guidance and referrals. In addition, the Department actively participates in local social services networks.

The City provides emergency general assistance to individuals and families who "are poor and unable to support themselves" (NH RSA165). By law, any Portsmouth resident expressing a need for help may file an application for assistance.

In Fiscal Year 2012, the Welfare Department took applications on one or more occasions from 248 individuals and families, 131 of whom were filing for assistance for the first time. The Department assisted 231 cases, 9 fewer than in FY11. Also, 17 applicants were found ineligible and/or were referred to other local sources of assistance to meet their needs.

The FY12 total general assistance expenditure was \$221,479, almost \$34,000 below FY2011. The assistance breakdown was:

	<i><b>FY11</b></i>	<i><b>FY12</b></i>
Couples	23	22
Single females	46	39
Single males	76	73
Single parents	65	65
Couples with children	28	31
Single widows/widowers	2	1

Welfare recipients may be required to apply for other programs, make specific payments with their income, work for the City as reimbursement, and/or document an active job search.

While most welfare recipients are unable to do so, the law requires them to make reimbursements for City assistance when they are financially able. In FY12, the Department collected \$22,047 in reimbursement revenue from liens, reimbursements from recipients and government entities, and service fees from other communities. This represents 10% of general assistance expenditures.



*Welfare Department staff consultation*

Welfare Department services include:

- Determining qualified applicants, processing requests for service and making referrals;
- Administering emergency assistance vouchers based on NH law and the Welfare Guidelines adopted by the City Council;
- Monitoring changing federal/state law and regulations;
- Working with federal, state, and local agencies to maximize other services and benefits available to Portsmouth residents;

- Organizing holiday and back-to-school donation drives;
- Facilitating the responsiveness of other agencies to Welfare Department referrals; and
- Advising the City Manager on appropriate City-administered grant funding to local social services agencies.

In FY12, the City distributed \$148,228 to local agencies that provide services and benefits to Portsmouth residents. The Welfare Department works cooperatively with these agencies to assure maximum access to all available support for Portsmouth families and individuals in need.

### Welfare Expenditures

	<i><b>FY2011</b></i>	<i><b>FY2012</b></i>
Food	\$857	\$805
Medical/Prescriptions	\$9,850	\$4,352
Shelter	\$214,064	\$193,774
Emergency Shelter	\$5,812	\$1,693
Utilities	\$10,155	\$11,755
Burials	\$5,700	\$3,000
Fuel Oil	\$3,805	\$2,205
Personal Goods	\$1,541	\$643
Transportation	\$3,598	\$3,178
Other (misc. needs)	\$0	\$74
<b><i>TOTAL</i></b>	<b><i>\$255,382</i></b>	<b><i>\$221,479</i></b>

### **INVOLUNTARILY MERGED LOTS**

This will advise that pursuant to RSA 674:39-aa **Restoration of Involuntarily Merged Lots**, the owners of any lots of land which have been involuntarily merged by the action of the City of Portsmouth for zoning, assessing or taxation purposes by the City of Portsmouth may be eligible to have those lots restored to premerger status upon the owners request pursuant to the provisions of the statute.

Pursuant to RSA 674:39-aa this notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. In addition, this same or a similar notice shall be published in the annual reports of the City for years 2011 through 2015.



The City of Portsmouth Annual Report produced by Pat Remick was awarded its third consecutive Excellence in Annual Reports, Cities division, from the New Hampshire Local Government Center in November 2011. Many of the photographs in the Annual Reports are taken by City staff member Jason Page.